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Approved For Release 2000/06/14 : CIA-RDP78-04718A000300040024-0

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Report of Overtime Worked and Leave Taken - Vouchered Employees -
30 December 1956 through 30 March 1957

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1. Attached are the following:

- a. Table of overtime worked and leave taken 30 December 1956 through 30 March 1957. (Similar to those forwarded to you for prior periods.) (Tab A)
- b. Chart which presents for the Agency the first quarter of FY 1955 as a base period for actual employment, overtime worked and sick leave taken, and indicates the deviation percentage-wise for each subsequent quarter to date. (Tab B)
- c. Similar chart for Intelligence Area. (Tab C)
- d. IBM run for your immediate office for same period. (Tab D)

Information concerning the overtime worked in each of the offices in the Intelligence Group has been furnished the head of the office concerned.

2. The upward trend in overtime continues despite a slight increase in average employment in the Intelligence Area. The chart provided under Tab B has been prepared especially to point up this situation, and the following tabulation will indicate the percentage increase in cost in the third quarter FY 1957 as compared to the comparable quarter FY 1956.

<u>Quarter Ending</u>	<u>Average Employment</u>	<u>Overtime Hours</u>	<u>Cost</u>
3-24-56		42,471	\$133,429
3-30-57		59,716	208,118
Increase		+ 17,245	+ 74,689
% Increase		+ 40.6%	+ 56.0%

3. The overtime cost for the Intelligence Area FY 1957 through the third quarter total \$535,860. Projecting this cost through the fourth quarter results in an expenditure of approximately \$714,480 or \$127,174 in excess of the amount budgeted. In view of fund limitations, it continues to be a matter of great importance to review carefully all authorizations for the use of overtime.

(signed) H. Gates Lloyd

H. GATES LLOYD
Acting Deputy Director
(Support)

Attachments

BD/COMP/CRM/HIM/caj (17 July 1957)

Distribution:

Orig. & 1 - Addressee

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